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# **ORGANIZATION & FUNCTIONS**

**Directorate of Administration**

**Date: DECEMBER 1979**

**Office of Data Processing**

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## PREFACE

The Office of Data Processing is a relatively new organization. It grew out of the CIA Automatic Data Processing Staff which was established under the Deputy Director for Support on 25 May 1961. On 5 August 1963 the CIA ADP Staff was made an Office, the Office of Computer Services, and placed in the Directorate for Science and Technology. In April 1973, the Office was placed in the Directorate for Management and Services and the name was changed to the Office of Joint Computer Support.

Several significant consolidations of Agency computer activity have occurred since 1963. In November of that year, the Automatic Data Processing Division of the Office of the Comptroller was transferred to OJCS. Computer activities in the Central Reference Service were consolidated in OJCS during FY 1974, making possible the release of the CRS computer system in November 1973. The computers supporting the Information systems Group, DDO, were placed under OJCS management effective with the FY 1975 budget year.

In June 1976 th Office of Joint Computer Support was renamed the Office of Data Processing and reorganized with two Deputy Directors. The Deputy Director for Processing includes the operation of the computer centers, the hardware engineering, system software programming, production of computer jobs and data base management. The Deputy Director for Applications has four divisions that analyze customer requirements and develop computer systems and programs to meet those requirements.

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OFFICE OF DATA PROCESSING  
ORGANIZATION AND FUNCTIONS

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## OFFICE OF THE DIRECTOR

### MISSION

The Director of Data Processing is responsible for providing a central computer service to satisfy Automatic Data Processing (ADP) requests from Agency components and to satisfy Intelligence Community requirements as assigned.

### FUNCTIONS

In performing this assigned mission the Director of Data Processing:

1. Serves as the senior ADP official of the Agency and advises the Director of Central Intelligence and his Executive Advisory Group on Agency-wide ADP issues and management.
2. Represents the Agency on Agency-wide ADP matters to the Congress, Office of Management and Budget, Intelligence Community Staff and federal oversight organizations such as the National Bureau of Standards and GSA.
3. Prepares near and long-term resource plans required for performing an Agency-wide service of common concern, defends those resources through the budget process and manages the expenditure of those resources.
4. Reviews and approves Agency proposals for acquisition of computer equipment, software, and services.
5. Performs analyses of requirements for ADP services, conducts feasibility studies, prepares project proposals for new computer applications, develops new computer applications programs, and performs maintenance and production control of completed applications programs.
6. Plans, designs, operates and maintains two major computer centers providing facilities and services for: large capacity batch processing; interactive computer processing through remote terminal networks; data base management and on-line information storage and retrieval.
7. Plans, designs and implements dedicated ADP hardware/software systems to satisfy unique requirements that cannot be accommodated on the Agency central common-use facility.
8. Provides professional ADP personnel, on a rotational basis to advise and assist other Agency components in exploiting ADP techniques.

### ORGANIZATION

The Office of the Director of ODP includes an Executive Officer, Management Staff and Administrative Staff. (See attached Organization Chart, figure 2).

### EXECUTIVE OFFICER

The ODP Executive Officer serves as the ODP office manager, controlling the flow of paper within the office, assigning staff work to line organizations and establishing deadlines. He manages the office records management program through

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an RMO. He undertakes special ad-hoc research projects, and representational and managerial tasks. As Career Development Officer, he serves as a voting member on the DDA Personnel Panel and the MZ Career Sub-Group Board. He serves as ODP's Equal Employment Opportunity Officer.

## **MANAGEMENT STAFF**

The Management Staff provides long and short range planning for the effective and efficient allocation of financial and manpower resources. It is responsible for development, coordination and dissemination of management policy. As ODP's comptroller, provides financial management and services. Responsible for liaison with the Agency Comptroller, Office of Finance and other components involved in the planning, programming and budgeting activities of the Intelligence Community. Exercises staff supervision over ODP activities as assigned by Director of Data Processing. Reviews proposals from Agency components for acquisition of ADP equipment software and services. Supervises ODP's ADP Security Program. Provides area security assistance and processes security clearances. Provides representation to IAC/ADP, etc.

## **ADMINISTRATIVE STAFF**

The Administrative Staff is charged with providing the full range of administrative support to ODP operations, management and personnel. Professionals are assigned to the staff from the MG, MP and ML career service sub-groups of the DDA. The staff is the focal point for personnel management from the hiring phase through career development and ultimate retirement. It manages the ODP property account as well as supply requisitioning, space allocation and maintenance, telephone installations and transportation. Provides guidance and advice to the MZ Career Board and Sub-Group Panels. Manages ODP training activities, coordinating training requirements with the Senior Directorate Training Officer and the Office of Training. Coordinates personnel planning, resource requirements and policies with the Office of Personnel. Provides staff assistance to D/ODP and other elements of ODP. Manages ODP's parking program and allocation of permits. Manages the ODP Registry and controls compartmented information. Is delegated approving authorities for procurements, travel, training and other managerial authorities of D/ODP.

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## CONSOLIDATED SAFE PROJECT OFFICE (CSPO)/SPECIAL PROJECTS STAFF

### MISSION

The CSPO is a joint CIA/DIA organization charged with development of the consolidated SAFE (Support for the Analysts' File Environment) System. The CSPO will define, develop and bring into operation SAFE Systems that satisfy the needs of the intelligence production analysts and users in the CIA and DIA. The CSPO will take maximum advantage of requirements and functions that are common to both Agencies to minimize system development procurement, maintenance and operating costs. The CSPO is administratively and operationally under the control of ODP. The Director, CSPO is provided by CIA and the Deputy Director, CSPO by DIA with each responsible to their respective Agencies.

### FUNCTIONS

In performing this assigned mission the CSPO will:

1. Develop an integrated set of CIA/DIA requirements delineating the functions that users expect the system to perform;
2. Monitor and administrate: (a) the preparation of system acquisition proposals, (b) the development of hardware and software, (c) the acquisition of hardware and software, and (d) development, installation, integration, and acceptance tests; and
3. Coordinate phased transition of operation and management to DIA and CIA operational users and support organizations.

### ORGANIZATION

The CSPO is composed of four functional components:

#### PROJECT PLANNING AND CONTROL (PPAC/CSPO)

The Chief of Project Planning and Control is responsible for:

- Developing and maintaining Project plans and developing control mechanisms, tools and displays for use by all elements of the CSPO;
- Logistic and site planning for the System;
- Document controls and configuration management;
- Defining operational requirements and transition planning for system operations;
- Budget and financial management:
  - preparing responses to support budgetary hearings;
  - preparing the joint Project/program budget requests;
  - assuring proper accounting of all Project resources and providing appropriate statements to each Agency; and
  - obtaining the certification of available funds for all procurement actions.

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### **SYSTEMS ENGINEERING (SE/CSPO)**

The Chief of Systems Engineering is responsible for:

- Monitoring the technical design, development, integration, testing, acceptance, and transition to operation;
- Monitoring and providing advice on related development programs in other components of the Community and industry;
- Integrating CIA and DIA requirements in coordination with the other CSPO components, Requirements and Database Administration;
- Generating and executing reliability and performance verification tests;
- Monitoring support contracts;
- Defining interfaces to other systems;
- Validating system cost-effectiveness, performance and architecture; and
- Ensuring that the System attains the level of security that is commensurate with the standing policies and security levels of information contained in the System's files;
- Providing security advice to the Project Director and other staff components.

### **DATABASE ADMINISTRATION (DBA/CSPO)**

The Chief of Database Administration is responsible for:

- Identifying and defining all databases on the System and recommending combined use and support where practical;
- Identifying and defining maintenance responsibilities for all files;
- Coordinating with the CSPO's components, System Engineering and Requirements, to ensure that database structures and management procedures are responsive to users' needs.

### **REQUIREMENTS (REQ/CSPO)**

The Chief of Requirements is responsible for:

- Identifying and assembling all intelligence and support requirements of the users in each Agency;
- Obtaining and validating the priority ranking of requirements within each Agency;
- Developing (in coordination with Project Planning and Control) substantive justification for Project resource requests;
- Advising the Project Director and Deputy Director on all requirements matters;
- Establishing and monitoring all appropriate control and reporting procedures for requirements;
- Validating (in coordination with System Engineering and Database Administration) that the System satisfies users' requirements.

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## DEPUTY DIRECTOR FOR APPLICATIONS (DDA/ODP)

### MISSION

The Deputy Director for Applications is responsible for the development, implementation and maintenance of applications software on ODP central and special stand alone computers to support missions of Agency components.

### FUNCTIONS

In performing the assigned mission the Deputy Director for Applications:

1. Provides technical consultation to Agency components requiring computer support.
2. Develops proposals, feasibility studies, and cost analyses for new computer applications or enhancements of current applications.
3. Analyzes customer requirements for computer systems, designs system programs, tests systems and programs and documents applications.
4. Advises and assists customers in the role he must perform to bring about a successful application.
5. Provides maintenance on developed software for system life.

### ORGANIZATION

The Deputy Director for Applications is supported by four Applications Divisions and a Training Staff.

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## ADP TRAINING STAFF (TS/DD/A/ODP)

### MISSION

Develop and present automatic data processing (ADP) training courses Agency-wide.

### FUNCTIONS

In performing the assigned mission the Training Staff:

1. Provides training in four major areas of ADP:
  - a. Introductory level courses for computer careerists.
  - b. Career enhancing and job-related courses for computer professionals.
  - c. Courses for Agency users of ODP Central computer services.
  - d. General descriptive courses in computer technology and computer resources of the Agency.
2. Negotiates and manages contract courses when in-house expertise does not exist.
3. Develops new training courses to coincide with the availability of new ODP central services.
4. Manages the Audio/Video Professional Training Program to supplement new training courses.
5. Coordinates user ADP training requirements.
6. Reports training to OTR for input into Central Employee Training Records.

### DIVISIONS A, B, C and D

The four divisions are organized on a task basis, to analyze, develop and maintain computer applications for Agency components. The Divisions assist Agency components in utilizing computers by analyzing the component's computing requirements, developing and maintaining programs to meet these requirements, and providing technical guidance to other Agency components or their contractors to insure that software development is suitable for the Ruffing Center's equipment and operating systems. Project teams are organized from Divisional resources to meet requirements of active projects.

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## DEPUTY DIRECTOR FOR PROCESSING (DD/P/ODP)

### MISSION

The Deputy Director for Processing is responsible for ensuring the availability, reliability and stability of ODP computer and terminal hardware operating systems and systems software to provide centralized ADP services to Agency components.

### FUNCTIONS

In performing this assigned mission the Deputy Director for Processing:

1. Operates two major computer centers.
2. Operates five Data Access Centers (DAC's).
3. Manages planning, design acquisition, configuration, and maintenance of ODP computers, operating systems and software related communications terminal equipment.
4. Provides consultation and assistance to users of ODP computer systems.
5. Provides data conversion, production control, and reports distribution services.
6. Prepares budget plans consistent with ODP planning and policy papers. Makes budget and financial projections as input to the 5 year budget plan. Develops long range financial plans when budget is approved to assure orderly implementation.
7. Prepares Processing programming and budgeting information, including ODP hardware and software narrative and justification, as input to Program Calls. Monitors DD/P/ODP budget.

### ORGANIZATION

The Deputy Director for Processing is supported by four operational divisions and a staff element (see Organization Chart Figure 5).

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## A. CUSTOMER SERVICES STAFF (CSS/DD/P/ODP)

### MISSION

To provide administrative, information, and consulting services to the ODP user community. To ensure that users are able to make efficient and effective use of the ODP services. To minimize the impact on users of changes in ODP services and facilities.

### FUNCTIONS

In fulfilling the assigned mission the Customer Services Staff:

1. Provides user consultation on computer languages, systems, applications and services, performance improvement, and new techniques and procedures.
2. Provides user problem determination and resolution, develops user tools and procedures, and tests new versions of user products for compatibility and/or adverse impact.
3. Prepares, edits, and publishes user information and documentation, and conducts user briefings and presentations on changes, new functions, features, and capabilities of ODP's Batch and Interactive computer systems.
4. Manages the administrative, security, and control procedures for direct access storage, excluding GIMS, in the ODP Computer Centers including recovery and backup procedures.
5. Manages the administrative procedures controlling user access to the ODP central computer services, excluding the GIMS system.
6. Establishes and implements writing standards for technical publications and assists ODP components, as needed, in the preparation of technical documents.
7. Maintains an inventory of vendor and Agency produced ADP manuals, orders and distributes technical publications, and maintains a technical lending library of ADP-related textbooks.
8. Reviews software problems and makes recommendations for modifications.
9. Analyzes security spillages, as directed by the Deputy Director for Processing, in support of the ODP Management Staff and the ODP Security Officer.

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## B. OPERATIONS DIVISION (OD/P/ODP)

### MISSION

To operate computers efficiently by scheduling work and preparing jobs for processing on computer center equipment.

### FUNCTIONS

Operations Division is functionally organized to support two computer centers, the Ruffing Center located in GC03, and the Special Center located in GC47. The following functions are performed at these centers:

1. Operate and schedule work to be processed on the computer equipment.
2. Determine operator training requirements and prepare operator documentation and procedures with the appropriate processing components for the Batch and Interactive systems.
3. Control diskpacks and manage a magnetic tape library.
4. Maintain a receiving and distribution point for input to, and output from, the Computer Centers.
5. Process requests for offsite data storage.
6. Produce the Center's short-range (maximum four weeks) scheduling of hardware and operating plans.
7. Identify and report incidents adversely affecting the operation of ODP's computing systems to the Chief Engineer (CE/ED/P/ODP).

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## C. SYSTEMS PROGRAMMING DIVISION (SPD/P/ODP)

### MISSION

To plan, design, install, integrate and maintain operating systems, data base management systems and systems related software on ODP computers. Monitor and analyze private sector state of the art advances and plan for installation and integration of advanced technology which is compatible with ODP's operating environment, customer requirements and availability of resources. Ensure the stability and reliability of operating systems and related systems software in both computer centers.

### FUNCTIONS

The Systems Programming Division is functionally organized into the following four branches:

#### BATCH SYSTEMS BRANCH (BSB/SPD/P/ODP)

1. Using vendor provided systems routines and procedures, constructs current batch operating systems in the Ruffing Computer Center. Plans for installation and integration of technology advances. Maintains current batch operating systems in the Ruffing Computer Center.
2. Analyzes, diagnoses and corrects problems associated with current batch operating systems.
3. Determines need for, analyzes, evaluates, acquires, implements, and maintains special batch operating systems software packages, such as compilers, assemblers, CROSSTABS, and SPSS.
4. Analyzes customer requirements for batch operating systems and software packages and, working from vendor supplied materials, constructs individualized batch operating systems to satisfy unique requirements.
5. Provides consultation services in the field of batch operating systems.

#### ONLINE SYSTEMS BRANCH (OSB/SPD/P/ODP)

1. Using vendor provided materials, constructs operating systems software to support the Special Center and CAMS.
2. Integrates vendor supplied systems related software into operating systems to provide online support to current batch operating systems.
3. Analyzes, diagnoses and corrects online systems software problems.
4. Plans for acquisition and installation of online systems software. Provides software support for installed online applications.
5. Performs quality assurance testing of hardware and software enhancements or changes for implementation readiness into or as the Batch or Interactive production systems in the Ruffing Center and the Special Center.

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6. Monitors private sector technology advances. Plans for upgraded online software to improve overall efficiency of central online support.
7. Provides consultation services in the fields of online systems support.

**INTERACTIVE SYSTEMS BRANCH (ISB/SPD/P/ODP)**

1. Analyzes requirements for interactive ADP systems. Reviews available private sector software packages, selecting those meeting requirements and compatible with ODP's computer environment and integrating these systems into existing capabilities. Plans for upgrading of interactive systems in parallel with technical advances.
2. Analyzes requirements for unique special interactive systems. Develops special interactive systems from vendor supplied materials. Implements and documents new special interactive systems.
3. Analyzes, diagnoses and corrects interactive systems problems.
4. Customizes vendor supplied interactive systems to ensure compatibility with ODP's environment. Implements and documents customized interactive systems.
5. Designs, implements, and maintains communications access packages, such as the Conversational-Access-Method (CAM).
6. Designs, implements, and maintains software to meet specific needs such as Batchmon, SEDIT, etc.
7. Provides consultation in the field of interactive systems.

**DATA BASE SYSTEMS BRANCH (DBSB/SPD/P/ODP)**

1. Using vendor supplied and internally designed materials, develops enhancements for ODP's Generalized Information Management (GIM) Systems. Documents enhancements to update user information.
2. Analyzes, diagnoses, and corrects GIM problems. Manages vendor support for GIMS systems upgrades.
3. Reviews requirements for and develops batch utility programs in support of GIMS data bases. Maintains batch utility programs supporting GIMS.
4. Reviews new GIMS applications to determine impact on overall GIMS workload and availability.
5. Reviews requirements for minicomputer data base management systems. Develops minicomputer data base management systems and provides maintenance support for systems.
6. Installs vendor provided data base management software such as RAMIS. Interfaces RAMIS software with ODP's batch and online systems.
7. Analyzes, diagnoses and corrects problems associated with ODP's RAMIS systems. Manages vendor support, maintenance and upgradings of RAMIS systems.
8. Provides consultation services in the field of data base management and minicomputers to users of ODP's services.

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## D. ENGINEERING DIVISION (ED/P/ODP)

### MISSION

Ensures the reliability and stability of ODP computer and terminal hardware. Ensures efficient utilization of existing ODP systems to meet customer requirements. Responsible for acquisition, configuration, and maintenance of ODP computer systems.

### FUNCTIONS

Engineering Division is functionally organized into four branches.

#### SYSTEMS ENGINEERING BRANCH (SEB/ED/ODP)

1. Optimize the performance of existing systems and systems software.
  - Determine changes required to the hardware configuration of existing systems to meet increased user demand or to improve performance of existing services.
  - Develops and maintains hardware and software performance evaluation tools for existing and planned computer systems.
  - Using modeling, analysis of system accounting data, and performance evaluation tools, determine the workload and the capacity of existing systems.
  - Consults with other Processing Divisions and users of major systems on how to obtain the best performance with existing and planned hardware configurations.
  - Ensures that existing ODP computer systems are utilized as efficiently as possible consistent with customer requirements.
  - Determines the appropriate measures of system performance and workload utilized by ODP Management. Determines the costing algorithm utilized by ODP to charge for its computer services.
2. Provide for the expansion of existing services and the systems design for new services.
  - Prepare annually a plan for ODP describing all planned changes to ODP computer systems to meet new or expanded requirements. This plan serves as the formal documentation and rational for changes to existing systems and implementation of new systems.
  - Writes the specifications and evaluation criteria for all ODP procurements of computer hardware.
  - Determines the system configuration required to meet a stated requirement for feasibility studies.
  - Accesses the capability of new and advanced technology to determine when it should be introduced into the ODP systems.

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- Projects workload increases used to determine when expansion of existing services is required.
- Consults with customers planning major new systems on the proper configuration and appropriate technology.
- Provides the proper configuration of minicomputer systems to meet specific ODP customer requirements.
- Determines when existing ODP computer technology is obsolete and must be replaced.

**CONFIGURATION AND ENVIRONMENTAL MANAGEMENT BRANCH  
(CEMB/ED/ODP)**

1. Configuration Management

- Coordinates with all ODP Divisions to annually publish an integrated schedule of all activities which will impact the ODP Computer Centers. Manages the execution of the approved plan.
- Coordinates with all ODP Divisions and customer offices all aspects for the planning and installation of minicomputers in support of Agency user requirements.
- Manages and plans all configuration changes to the computer systems in the ODP Computer Centers.
- Coordinates all activities related to the procurement or release of computer hardware.

2. Resource Management

- Manages the security and control procedures for all direct access storage in the ODP Computer Centers including recovery and backup procedures.
- Analyzes current and future online storage requirements, reorganizes the use of online space and develops projections for future online storage requirements.

3. Environmental Management

- Coordinates all activities concerned with the installation and/or relocation of computer systems in the ODP Computer Centers.
- Coordinates all aspects of prevention and detection to achieve physical security of equipment and personnel in the ODP Computer Centers.
- Assists in planning for future computer systems particularly with regard to the physical space, environment and power requirements and limitations.
- Coordinates power, environmental and security requirements with the appropriate service organizations, and monitors services provided.
- Maintains master drawings and records for the physical layouts and interconnections of computer equipment.
- Establishes five year space and utility requirements for ODP Computer Centers.

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4. Contract Administration

- Originates procurement requests for ODP hardware, software, and related services.
- Coordinates and serves as the focal point for new ADP procurement and contracting actions with the MS/ODP.
- Deals directly with Office of Logistics for contract modifications and renewals.

**MAINTENANCE MANAGEMENT BRANCH (MMB/ED/ODP)**

1. Report on Performance of ODP Services

- Maintain data bases on performance of services, hardware failures, system interruptions and usage of each major service.
- Research each system interruption to verify reported information.
- Produce and distribute reports on system performance to meet the needs of ODP Management.

2. Maintain Stability of ODP Services

- Resolve problems of unknown origin.
- Resolve multiple vendor problem responsibility for all hardware and systems.
- Review procedures for recovery from hardware failures and recommend improvements where possible.
- Manage the scheduled and unscheduled maintenance of all hardware to provide required stability.
- Set standards for reliability used in the specifications for procurement of new hardware.
- Manage the acceptance of new hardware to assure it meets reliability specifications.
- Review all interruptions to ODP services to identify problems that need to be resolved. Track the problems until resolved.

3. Manage Maintenance of ODP Hardware

- Review maintenance provided by vendors to assure that contract obligations are fulfilled.
- Select most cost effective coverage for all hardware.
- Review annually maintenance coverage of all hardware to determine most cost effective way to maintain the hardware. Recommend and implement required changes in maintenance coverage.
- Contract senior management of maintenance vendors when performance of vendors falls below ODP standards. Closely track vendors performance until it meets ODP standards.

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**TELEPROCESSING BRANCH (TB/ED/ODP)**

1. Short and Long Range Planning

- Develop and maintain a short range (12 months) plan of all changes affecting ODP Teleprocessing Systems.
- Develop and maintain a long range (five year) plan for ODP Teleprocessing system.
- Provide requirements to the Office of Communications for data communications between ODP systems and present and planned ODP customer sites consistent with overall ODP long range planning and identified customer requirements.
- Develop and maintain a plan for the orderly introduction of new technology into the ODP Teleprocessing system where it will meet a customer requirement and is cost effective.

2. Teleprocessing Hardware Selection and Procurement

- Write specifications for the procurement or upgrade of controllers connected to the host CPU's.
- Write specifications for the various "standard" terminal that ODP supplies to its customers. These include low, medium and high speed printers, CRT terminals, graphic terminals, remote plotters, remote card readers and remote tape stations.
- Write or assist in writing specifications for special purpose terminals to meet a unique customer requirement.
- Process requests for terminals and remote job entry equipment connected to ODP computers. Maintain computerized files on request status, equipment installed and on order.
- Manage the procurement, and acceptance of all Teleprocessing related hardware.
- Design and procure special purpose hardware to meet unique ODP terminal or communication requirements.

3. Installation and Maintenance of Terminals

- Manage the vendors that maintain the owned and leased ODP terminals and related equipment.
- Coordinate with the Office of Communications, Office of Logistics, Office of Security, and Customer Office the installation and relocation of remote terminals and related equipment.
- Maintain the inventory of all owned and leased ODP terminals.
- Resolve all terminal related problems of uncertain origin. This includes technical investigation of communications circuits as well as equipment at each end of the circuit.
- Plan and manage the installation of terminal controllers and required patch panels.
- Manage the Tempest testing of ODP terminals.

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4. System Software

- Select, maintain, modify and install system software that runs in the front end processors.
- Select, maintain, modify and install system software or micro code that runs in remote terminals.
- Consult with Systems Programming Division on host operating system software related to teleprocessing.
- Consult and advise customers on software requirements to interface to ODP system through the teleprocessing system.
- Consult to other Agency Offices on teleprocessing related problems.
- Consult with customers on the design of special purpose systems that will interface with ODP through teleprocessing.

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## PRODUCTION DIVISION (PD/P/ODP)

### MISSION

Production Division manages production applications and data base management systems processed by computers and ensures that major data processing services are provided in support of Agency components and the Intelligence Community. Services include data entry; data verification; data conversion; Remote Processing Center (RPC); small-scale computer/minicomputer program design, development and operation; production processing of scientific and business computer applications; computer-generated reports printing and distribution; centralized document and machine-readable program libraries for production and development applications; and 24-hour COMIREX Automated Management System (CAMS), Automated Message Processing Systems (AMPS), Field Automated Message Processing System (FAMPS), DATEX Traffic, and Generalized Information Management System (GIMS) data base management, processing, and control.

### FUNCTIONS

Production Division is functionally organized into the following three branches:

#### PRODUCTION CONTROL BRANCH (PCB/PD/P/ODP)

1. Manages and processes production (operational) applications on large-scale computers.
2. Develops and maintains Job Control Language programs, online interactive programs, and the production documentation manuals required for processing production applications.
3. Maintains production and development machine-readable program libraries.
4. Maintains an application and computer program documentation library.
5. Reviews new project documentation for project acceptability as a production application and prepares processing procedures and schedules.
6. Ensures processing data integrity and data base restoration capability by providing data backup and permanent storage.
7. Manages and operates the Xerox 1200 Computer Printing Systems and distributes computer-generated reports.
8. Determines (hardware, facilities, and maintenance) requirements for reports reproduction.
9. Reviews production applications and procedures and assesses the applicability of improved processing efficiency and cost effectiveness.
10. Participates in the testing of production applications against new hardware and software.
11. Analyzes, diagnoses and solves problems associated with production processing.

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**DATA BASE MANAGEMENT BRANCH (DBMB/PD/P/ODP)**

1. Staff and operates the 5D55 Data Access Center (DAC) on a full time basis, 24-hours per day, 7 days per week to support Agency information systems as well as a national program in behalf of the IC.
2. Provide a reliable operational environment for all GIMS systems.
3. Analyzes, diagnoses and solves technical and procedural problems associated with GIMS processing.
4. Monitors all GIMS operations to detect and circumvent problem situations.
5. Provides data base management functions including data backup, archival storage, history tape analysis, and data base restoration.
6. Installs new ODP/Applications developed data bases, as approved by the GIMS Review Board.
7. Processes standing and customer-submitted requests against GIMS bases.
8. Installs and tests new GIMS software developed by the Data Base Systems Branch/SPD.
9. Develops and publishes GIMS operating procedures.
10. Participates in the acceptance of new GIMS application data bases as a member of the GIMS Review Board.
11. Control and issuance of GIMS passwords.
12. Operates the COMIREX Automated Management System (CAMS), which supports the Intelligence Community, in the same mode as described above for GIMS.
13. Primary interface for Data Base Managers and GIM users from within the Agency and from other agencies which make up the Intelligence Community.
14. Provides around-the-clock trouble desk which receives trouble calls and trouble reports, and initiates corrective action.

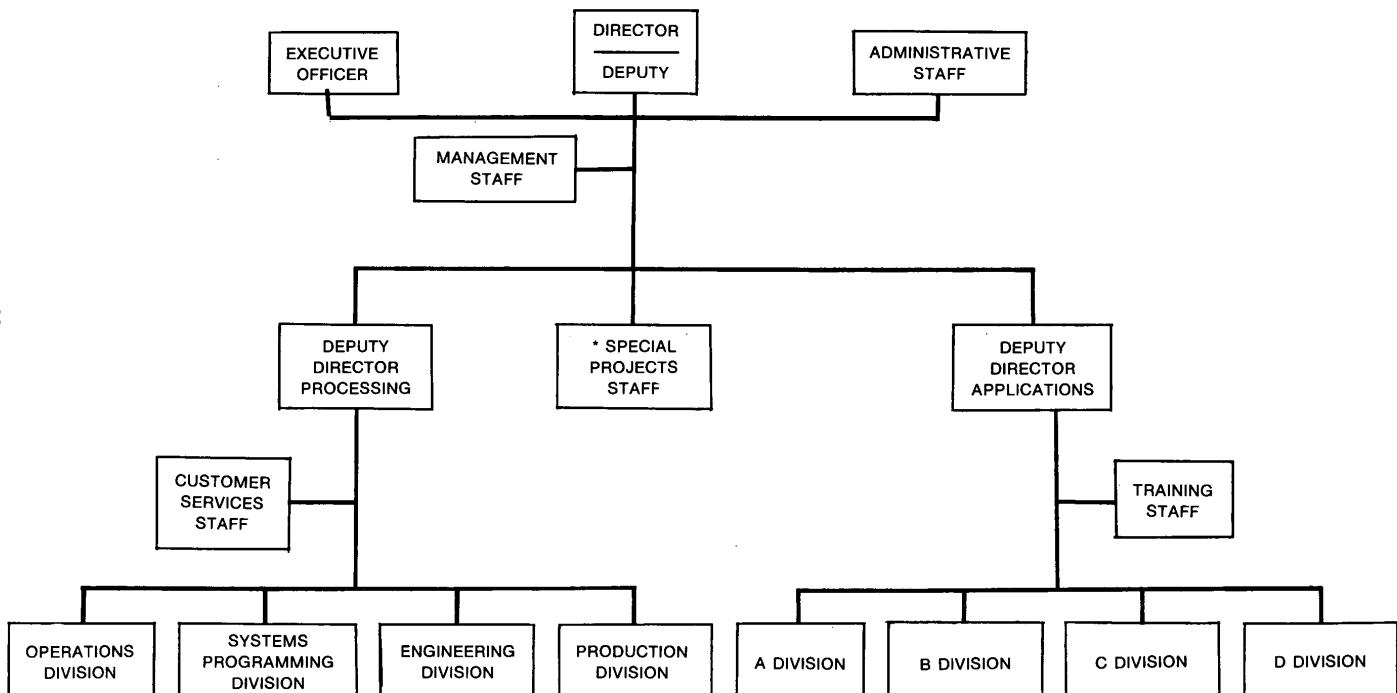
**DATA CONVERSION BRANCH (DCB/PD/P/ODP)**

1. Manages and processes production applications on small scale computers and minicomputers.
2. Provides data entry and verification services at Key Building and two Headquarters data conversion facilities.
3. Manages and operates the Key Building Remote Processing Center (RPC).
4. Coordinates RPC (Key Building), data conversion hardware, facilities, and maintenance requirements with the Engineering Division.
5. Provides special-handling and courier service for work processed for the Office of Finance.
6. Manages and controls applications and data entry data files to ensure data integrity, including data backup and data file restoration.

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7. Develops and maintains the production operating manuals required for processing production applications.
8. Develops and maintains programs for applications processed on small scale computers and data entry/verification minicomputers.
9. Analyses user requirements for small-scale computer and data entry services.
10. Operates and schedules work to be processed on data entry digital computers.

## OFFICE OF DATA PROCESSING



\* Incorporates the Consolidated SAFE Project Office, with joint CIA/DIA staffing.

FIGURE 1

## **ODP** **Office of the Director**

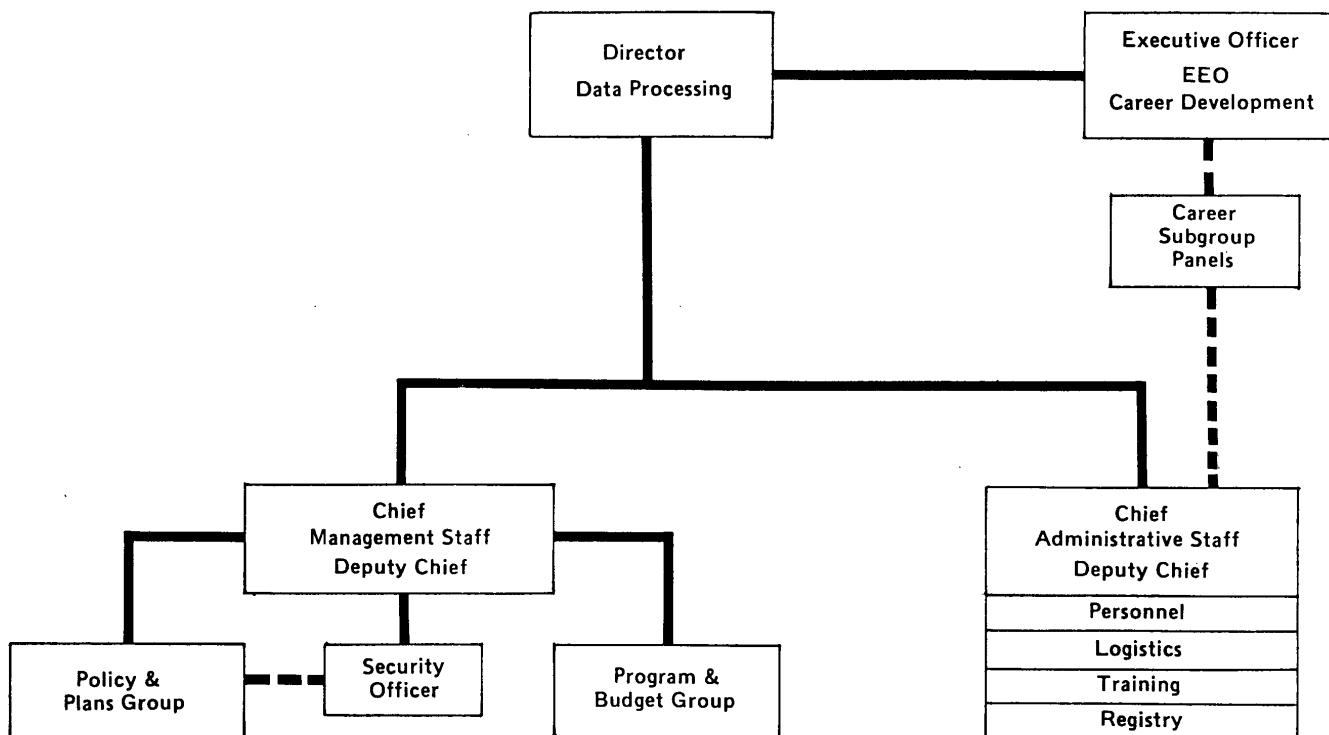


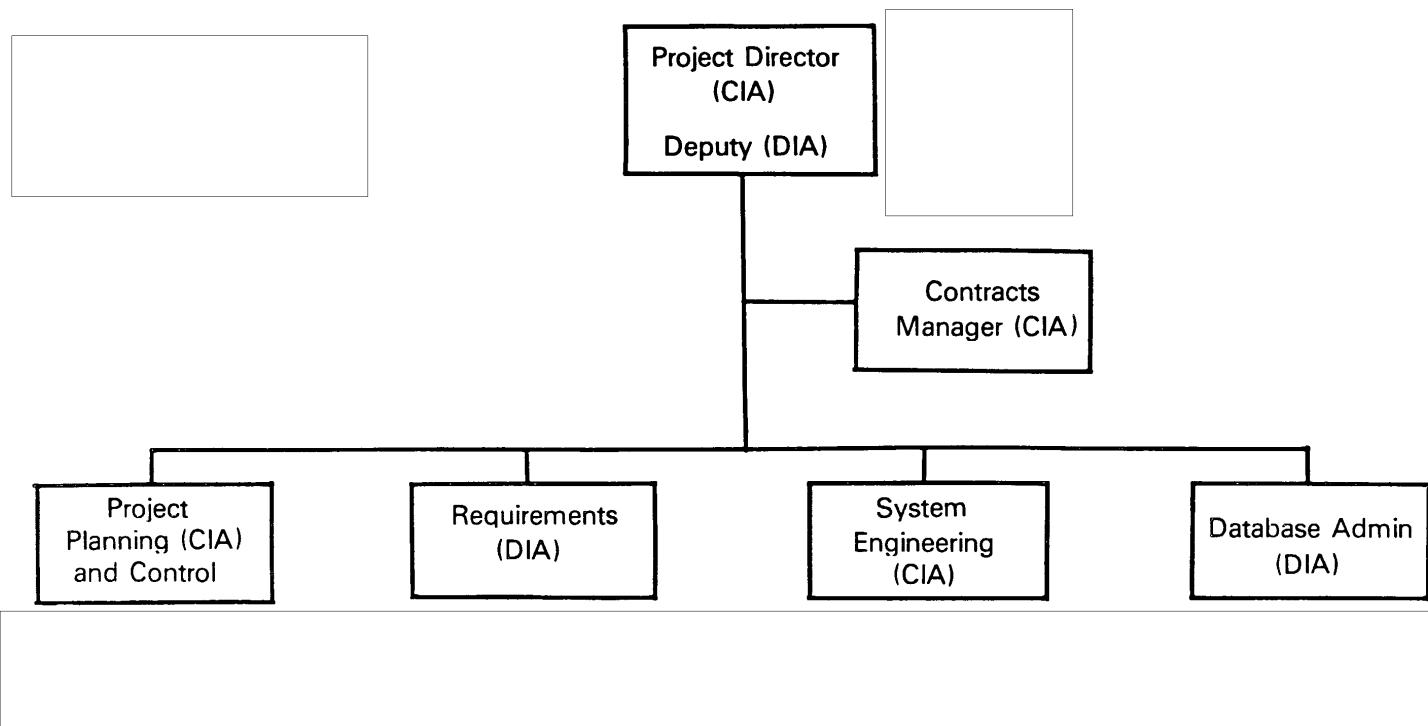
FIGURE 2

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## Consolidated SAFE Project Office

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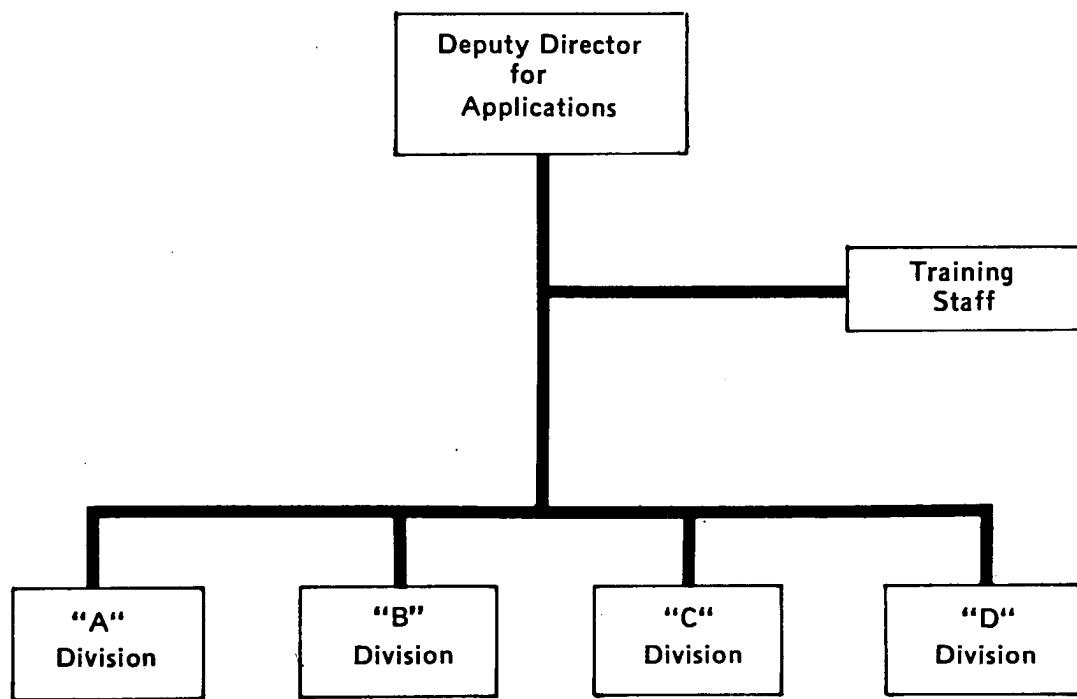


FIGURE 4

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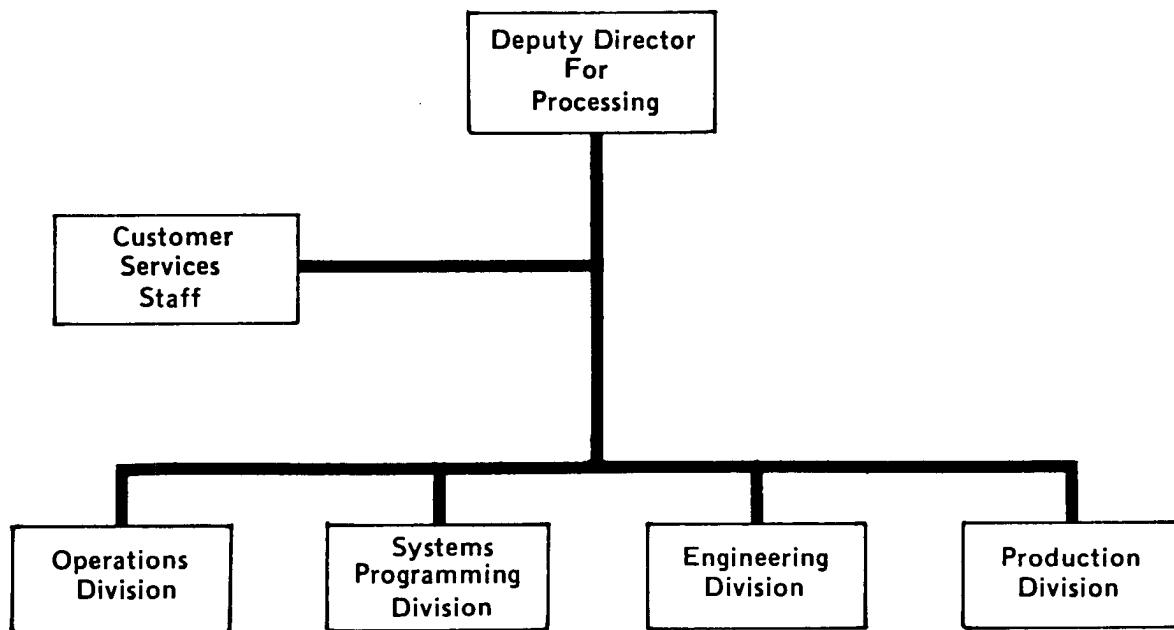


FIGURE 5

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